

REGULATION

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| Issued By: Compliance | Rule Reference: Rules: 1-5 (Audit and Compliance) 5-3 (Compensation Schedules) | | Replaces: Reg. 1.06 (CS-6940, March 18, 2001) |
| Authority: Regulations are issued by the State Personnel Director under authority granted in the Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations are subordinate to the Commission Rules. | | | |
| Subject: AUDIT AND CORRECTION OF PERSONNEL ACTIONS | | | |

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1. PURPOSE

This regulation sets forth the standards for audit and correction of personnel actions processed by appointing authorities or Civil Service staff.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Note: This Section 2 reprints only selected Commission Rules for quick reference by the reader. Additional Rules (that are not reprinted below) may apply. The complete, current version of the Rules can be found at www.michigan.gov/mdcs.

Rule 1-5 Audit and Compliance

Civil service staff shall periodically audit an appointing authority to ensure that the appointing authority is complying with article 11, section 5 of the Michigan constitution and all civil service rules and regulations. If the state personnel director determines that an appointing authority has not complied with the constitution, rules, or regulations, the state personnel director is authorized to direct the appointing authority to take necessary corrective action. If the appointing authority fails to take corrective action, the state personnel director is authorized to proceed with the recommended corrective action.

Rule 5-3 Compensation Schedule

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5-3.9 Approval and Disapproval of Disbursements for the Classified Payroll

The state personnel director shall certify each payroll for the classified service. Payroll certification is based on computerized payroll system edits of payroll calculations and personnel transactions and the audit of personnel transactions for compliance with civil service rules and regulations. The director shall establish edit requirements and audit procedures. The director may delete from the payroll any item that cannot be certified under this rule and shall give notice of the action, together with the reason for the action, to the appointing authority concerned.

3. STANDARDS

- A.** All personnel actions must be processed in accordance with Civil Service rules and regulations and agency procedures (for example: agency SES/Group 4 evaluation plans).
- B.** Civil Service Compliance staff shall review personnel actions to ensure compliance with applicable rules and regulations.
 1. Review is conducted utilizing information entered into the Human Resources Management Network (HRMN) and other available data as actions are processed.
 2. On-site reviews at agency offices are conducted to ensure agency compliance with documentation requirements.
- C.** Compliance shall notify appointing authorities of actions requiring additional documentation with specific timeframes for response.
- D.** Compliance shall notify appointing authorities when corrective action is necessary with specific timeframes for the action to be taken.
- E.** Compliance will follow up to ensure appropriate action is taken.
- F.** Compliance may notify the State Personnel Director if the appointing authority fails to take appropriate action.
- G.** The State Personnel Director may direct Civil Service staff to proceed with corrective action and provide notification to the appointing authority and Compliance of the action taken.

4. PROCEDURE

| Responsibility | Action |
|----------------|--|
| Compliance | 1. Reviews personnel actions to ensure compliance. |

| Responsibility (continued) | Action (continued) |
|----------------------------|---|
| Compliance | 2. Provides notification to the appointing authority requesting additional information, corrective action, or an on-site visit. |
| Appointing Authority | 3. Responds to Compliance notification by providing requested documentation, certifying the corrective action, or scheduling the on-site review. |
| Compliance | 4. Reviews information received and proceeds to clear the action, if appropriate, or follows up to verify the corrective action was properly processed. If an on-site review is conducted, notifies the appointing authority of results and issues a request for corrective action, if necessary. |
| Appointing Authority | 5. Takes additional appropriate action if directed by Compliance. |
| Compliance | 6. May notify the State Personnel Director if corrective action is not forthcoming. |
| State Personnel Director | 7. Determines if corrective action is to be taken and directs action to be processed in HRMN by Civil Service staff. |
| Civil Service | 8. Provides notification to appointing authority and Compliance of action taken. |
| Compliance | 9. Clears audit issue. |

CONTACT

Questions regarding this regulation should be directed to Compliance, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-7623 or 1-800-788-1766; or by e-mail to MDCS-Compliance@michigan.gov.